

## 1.1 Office Automation Clerk (GS-326-04/03/02)

### Form III-3 Position Description

**Labor Category:**

\_\_\_\_ Current or X Proposal Specific Position Description

Date Prepared: 6/9/03

Approving Official: Name Luis A. Arvelo Signature \_\_\_\_\_

Title: HR Specialist

**Position:** Office Automation Clerk, GS-326-02/03/04.

**Minimum Years Experience:** For GS-2 = 3 months of general experience. For GS-3 = 6 months of general experience. For GS-4 = One year of general experience at the lower equivalent grade level.

**Minimum Education Requirements:** None.

**Experience Substitution for Education (if allowed):**

For GS-2 = High school or equiv. For GS-3 = 1 year above high school. For GS-4 = 2 years above high school.

**Duties:**

Provides office automation clerical support, as well as standard logistical support, and managing data.

**Abilities/Skills/Knowledge Required by the Position:**

Knowledge of the priorities, procedures, policies and goals of the MEO Task Unit sufficient to ensure appropriate performance of office automation clerical aspects of assigned applications.

Knowledge of IC and Task Unit areas of review and administrative responsibility and of the various types of application formats to aid in locating supplementary material.

Knowledge of office automation systems to use several types of software for various office needs.

Ability to use a personal computer with word processing and spreadsheet capabilities such as WordPerfect, Word, Excel, or Access (or other equivalent software specified by the NIH) to type correspondence, forms, reports, spreadsheets, and scientific initiatives.

Skill of a fully qualified typist to perform these duties.

**Supervisory Controls:**

Leader, supervisor, or senior employee provides standard or general instructions, depending on the assignment. On familiar procedures, the incumbent works independently following established procedures. Employee seeks guidance when new or unusual situations arise. Work is checked for compliance with office procedures, technical accuracy, appearance, and adherence to instructions.

**Guidelines:**

Guidelines include grants, travel, NIH Public Advisory Group, contract, airline, and hotel references, as well as dictionaries and telephone directories. Guidelines include user manuals with detailed instructions on office automation tasks. Employee must adhere to guidelines without deviation and select and apply instructions for each task or function. Assistance by senior employee, leader, or supervisor may be given in their use.

**Office Automation Clerk  
GS-326-04**

**I. Introduction**

This position is located in the Office of Grants Support Services (OGSS), NIH, as part of the Government's Most Efficient Organization (MEO) responsible for extramural support in the development of grant-and-contract-supported research and training programs on a wide variety of biomedical and behavioral diseases and disorders. The incumbent is responsible for providing office automation clerical services to Task Unit members, Program Directors, Grants Management Officers / Specialists, and Scientific Review Administrators NIH wide. Supported NIH employees are located in all the extramural activities and components of the NIH Institutes and Centers Major duties and responsibilities include providing office automation clerical support to all NIH scientific program development, scientific review, and grants management functions, as well as providing standard logistical support; and managing data. May be assigned to any of the various MEO Hubs, Task Units, Sections, or ICs and may perform any of the following duties. (Percentages of time may vary depending on workload and scheduling requirements.)

**II. Duties and Responsibilities**

**SUPPORTS PROGRAM, REVIEW, AND GRANTS FUNCTIONS  
50%**

Receives and reviews assigned grant applications for completeness and accuracy of standard items and stores them. Maintains paper and electronic files. Prints labels and summary statements. Extracts basic data from applications. Maintains paper or electronic calendar, listservs, directories of e-mail and mailing addresses. Duplicates, collates, scans documents, and orders CDs. Prepares and transmits Council-related documents and correspondence. Types correspondence, such as forms, reports, spreadsheets, and scientific initiatives. Receives and screens phone calls and routes to appropriate IC staff if necessary. Receives and escorts visitors to proper location.

**PROVIDES STANDARD LOGISTICAL SUPPORT FOR MEETINGS  
25%**

Provides standard logistical support for scientific conferences, workshops, and site visits, as well as board, Council, and other advisory group meetings. Arranges for meeting facilities and equipment. Provides basic information to speakers/participants including that related to travel, lodging reimbursement, per diem payment, and honoraria (the standard NIH Consultant fee payment). Prepares and distributes meeting materials and assists with other meeting activities on site, as needed. Creates and maintains meeting files. Reviews and

distributes incoming mail; and sends or delivers outgoing mail and faxes. Orders supplies and arranges for equipment repairs. Arranges standard staff travel and training.

## **MANAGES DATA**

**25%**

Manages standard data in the IMPAC II system including (but not limited to) data entry, maintenance and retrieval in the area of Grants Management, Program, and Review. Updates other NIH and local databases. Tracks and reports on competing and non-competing applications and awards. Enters and verifies required basic information on human subjects into IC and IMPAC II Population Tracking databases. Provides data to Supervisor, MEO Specialist, and Hub Manager that will allow MEO performance evaluation.

Performs other related duties as assigned.

### **III. Factors**

#### **Factor 1: Knowledge Required**

Knowledge of the priorities, procedures, policies and goals of the MEO Task Unit sufficient to ensure appropriate performance of office automation clerical aspects of assigned applications.

Knowledge of IC and Task Unit areas of review and administrative responsibility and of the various types of application formats to aid in locating supplementary material.

Knowledge of office automation systems to use several types of software for various office needs.

Ability to use a personal computer with word processing and spreadsheet capabilities such as WordPerfect, Word, Excel, or Access (or other equivalent software specified by the NIH) to type correspondence, forms, reports, spreadsheets, and scientific initiatives.

Skill of a fully qualified typist to perform these duties.

#### **Factor 2: Supervisory Controls**

Leader, supervisor, or senior employee provides standard or general instructions, depending on the assignment. On familiar procedures, the incumbent works independently following established procedures. Employee seeks guidance when new or unusual situations arise. Work is checked for compliance with office procedures, technical accuracy, appearance, and adherence to instructions.

**Factor 3: Guidelines**

Guidelines include grants, travel, NIH Public Advisory Group, contract, airline, and hotel references, as well as dictionaries and telephone directories. Guidelines include user manuals with detailed instructions on office automation tasks. Employee must adhere to guidelines without deviation and select and apply instructions for each task or function. Assistance by senior employee, leader, or supervisor may be given in their use.

**Factor 4: Complexity**

The work includes various duties involving different clerical tasks in the processing of applications. The incumbent must recognize different types of applications and their required formats. Correction in spelling and grammar are made at own initiative using different procedures and functions on word processing equipment.

**Factor 5: Scope and Effect**

The incumbent ensures that the clerical tasks are completed from start to finish. This affects the accuracy and reliability of the review of applications, having impact on the research programs of major universities throughout the country and the institutes within NIH.

**Factor 6: Personal Contacts**

Contacts are with personnel at all levels within the MEO Task Unit, NIH IC staff, and occasionally, individuals outside the federal government.

**Factor 7: Purpose of Contacts**

The purpose of the contacts is to provide office automation clerical services. May also gather or dispense information concerning Task Unit processes or procedures.

**Factor 8: Physical Demands**

Work requires recurring lifting grant applications weighing up to 30 pounds, and transporting and handling similar size packages of documents before mailing or conveying to meeting sites.

**Factor 9: Work Environment**

Work is performed in an office setting.

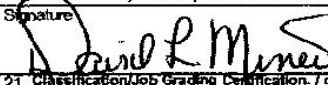



**Office Automation Clerk  
STATEMENT OF DIFFERENCES**

1. FULL PERFORMANCE TITLE, SERIES, AND GRADE: Office Automation Clerk,
2. ORGANIZATION: OGSS, OER, OD, NIH

\_\_\_\_\_ GS-03 LEVEL STATEMENT OF DIFFERENCES. The duties and responsibilities of this position are essentially the same as those described in the full-performance position, except that at this level the incumbent's knowledge of automation software is limited, typing skill is supplemented by knowledge of a limited range of functions and procedures, and employee receives closer supervision than at the GS-04 level.

\_\_\_\_\_ GS-02 LEVEL STATEMENT OF DIFFERENCES. The duties and responsibilities of this position are essentially the same as those described in the full-performance position, except that at this level the incumbent performs clear-cut and repetitive tasks that are easily mastered, guidelines and supervisory instructions are in detail, and the employee receives closer supervision than at the GS-03 level.

<b>POSITION DESCRIPTION</b> (Please Read Instructions on the Back)										1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location <b>Bethesda</b>		5. Duty Station <b>Bethesda</b>		6. OPM Certification No.			
Explanation (Show any Position replaced)				7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to TA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position is <input type="checkbox"/> Supervisory <input checked="" type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1- Non-Sensitive <input type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 3- Critical Sensitive <input type="checkbox"/> 4- Special Sensitive <input type="checkbox"/>		13. Competitive Level Code			
				14. Agency Use							
15. Classified/Graded by		Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date	
a. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review		Office Automation Clerk				GS	326	4	JAG	6-9-03	
d. First Level Review											
e. Recommended by Supervisor or Initiating Office		Office Automation Clerk				GS	326	4	JD	6/9/03	
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacancy, specify)					
18. Department, Agency, or Establishment <b>DHHS</b>						c. Third Subdivision <b>OER</b>					
a. First Subdivision <b>NIH</b>						d. Fourth Subdivision <b>OGSS</b>					
b. Second Subdivision <b>OD</b>						e. Fifth Subdivision					
19. Employee Review: This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
David Mineo, Chief, Grants Management Officer, NIDDK, NIH											
Signature 			Date <b>6/9/03</b>			Signature			Date		
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position <b>Office Automation Clerical and Assistance Series, GS-326, TS-100, 11/90.</b>					
Typed Name and Title of Official Taking Action						Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
Luis A. Arvelo, Human Resources Specialist, OHR, NIH											
Signature 			Date <b>6-9-03</b>			Signature			Date		
23. Position Review		Initials		Date		Initials		Date		Initials	
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks											
FPL=GS-4											